

National Oceanic & Atmospheric Administration



NOAA CAMS Commerce Purchase Card System (CPCS) Finance Office Procedures

June 2000

CPCS Finance Office Procedures

Table of Contents

1.0	Overview	1-1
1.1	NOAA CAMS Accounting Classification Code Structure (ACCS)	1-2
1.1.1	ACCS Conversion	1-3
1.1.2	Default ACCS	1-5
1.2	Conventions	1-6
1.3	Common window elements	1-7
1.4	Operator Functions	1-8
1.5	Navigation Capabilities	1-10
1.6	Mouse Functions	1-10
2.0	Getting Started	2-1
2.1	CAMS Web Login	2-1
2.2	CAMS Client-Server Login	2-2
3.0	Reconciling Transactions	3-1
3.1	Reconciling a Transaction	3-1
3.1.1	Changing a Transaction from "Not Reconciled" to "Reconciled"	3-2
3.1.2	Verifying/Modifying/Splitting the ACCS	3-3
3.1.2.1	Verifying the ACCS	3-4
3.1.2.2	Modifying the ACCS	3-5
3.1.2.3	Splitting the ACCS	3-7
3.1.3	Entering Accountable Property Information	3-9
3.1.4	Adding and Reviewing Notes	3-11
3.2	Reconciling a Disputed Transaction	3-13
3.3	Reconciling a Credit <i>without</i> a Matching Disputed Transaction	3-16
3.4	Reconciling a Credit <i>with</i> a Matching Disputed Transaction	3-18
3.5	Reconciling a Swept Transaction	3-20
4.0	Monitoring Disputes for Cardholders	4-1
4.1	Reconciling a Transaction Disputed in Error	4-2
4.2	Viewing Disputed Transactions	4-2

5.0	Setting the Finance Flag	5-1
6.0	Tracking Cardholder Transactions	6-1
6.1	Tracking a Transaction	6-1
7.0	Viewing Transactions	7-1
7.1	Viewing a Transaction	7-1
7.2	Viewing Disputed Transactions	7-5
8.0	Displaying Cardholders & Approving Officials	8-1
8.1	Display a Cardholder	8-1
8.2	Display Approving Officials	8-2
9.0	Convenience Check Maintenance	9-1
9.1	Creating an Approving Official for Convenience Check	9-1
9.2	Modifying an Approving Official for Convenience Check	9-3
9.3	Creating a Convenience Check Holder	9-4
9.4	Modifying a Convenience Check Holder	9-7
10.0	Group Administrators	10-1
10.1	Assign Group Administrators	10-1
11.0	Reports	11-1
11.1	Purchase Card Swept Transactions Report (BC-714)	11-1
11.2	Purchase Card Swept Transactions Summary Report (BC-719)	11-2
	Glossary	i

1.0 Overview

As Purchase Card usage and purchase limits increase, the National Oceanic and Atmospheric Administration (NOAA) is faced with a challenge to improve methods of processing purchase card transactions. To meet this challenge, the Commerce Purchase Card System (CPCS) has been developed as part of the Commerce Administrative Management System (CAMS) effort. This system effectively reconciles and controls purchase card purchases and improves the recording of financial, procurement, and property information.

The CPCS component of CAMS allows you to record, monitor, track, and control all activities related to bankcard transactions. This is a Graphical User Interface (GUI) application which provides point-and-click functionality and drop-down menu bars. A series of transaction and query screens enables you to maintain an order log and reconcile transactions. The CPCS is integrated with the CAMS Core Financial System (CFS) for the payment of Purchase Card invoices. The CPCS has the capability to distribute a transaction to multiple accounting classification codes and accommodate adjustments to the Accounting Classification Code Structure (ACCS), after transactions have been disbursed.

The benefits from CPCS include more accurate and prompt recording of Bankcard financial transactions. Replacing labor-intensive manual processes with automated processes help support improved business practices. Integration with the CFS accommodates real-time funds control and reporting. The CPCS also has the ability to receive Bankcard transaction data, weekly, in order for NOAA to earn rebates. In addition, the ability to receive and incorporate electronic Bankcard statements eliminates paper-based processing and reporting.

The CPCS provides a multi-user environment, by using the Internet, which allows multiple users to access data at the same time. It provides user-defined automated approval routing, alternate approval routing for Bankcard transactions, special approvals for such things as personal property and training, and electronic notification of approvals that are waiting. Functionality also includes the capability for cardholders to electronically match and certify purchases.

The CPCS includes an automated process for resolution of improperly billed items. It also allows Procurement, Property, Finance, and auditors to review Bankcard purchases to ensure that items purchased are authorized, prices are competitive, and orders are not split to bypass single purchase limits. Additional benefits include the ability to statistically sample any, and all, Bankcard transactions/purchases and select a representative sample of Bankcard sales drafts and other receipt documents for post payment examination.

The Purchase Card manual for Finance is divided into the following sections:

- ◆ Reconciling transactions
- ◆ Reconciling disputed transactions
- ◆ Reconciling credits with disputed transactions
- ◆ Reconciling credits without a disputed transaction
- ◆ Reconciling swept transactions
- ◆ Monitoring disputes
- ◆ Reconciling transactions disputed in error

- ◆ Setting the Finance flag
- ◆ Tracking cardholder transactions
- ◆ Viewing transactions
- ◆ Viewing disputes
- ◆ Displaying cardholders
- ◆ Displaying approving officials
- ◆ Convenience check maintenance
- ◆ Assigning group administrators
- ◆ Reports
- ◆ Glossary

1.1 NOAA CAMS Accounting Classification Code Structure (ACCS)

The NOAA accounting classification code structure (ACCS) is changing with the implementation of CAMS. The new “CAMS” ACCS is a Department-wide approved structure which is mandated for all bureaus as they implement CAMS.

The CAMS ACCS comprises the following data elements:

- ◆ Bureau Code (2 positions)
- ◆ Fiscal Year (4 positions)
- ◆ Fund Code (2 positions)
- ◆ Organization Code (16 positions)
- ◆ Program Code (9 positions)
- ◆ Project Code (7 positions)
- ◆ Task Code (3 positions)
- ◆ Object Class (8 positions)
- ◆ User Defined (6 positions)

Although this is a long code, users of the Commerce Purchase Card system (CPCS) need only be concerned with the Fiscal Year, Organization Code, Project Code, Task Code, and Object Class. All other data elements will be automatically populated by the system based on pre-defined relationships between the data values.

Initially, transactions processed through the CPCS will be assigned a default accounting code established for each cardholder. If correct, the transaction can be reconciled with the default accounting code or if incorrect, can be changed. Elements which need to be closely examined for correctness are the Fiscal Year, Organization Code, Project Code, Task Code, and Object Class.

Brief explanations of these pertinent CAMS ACCS data elements are as follows:

Fiscal Year (4 positions):

All CPCS transactions require a four-position fiscal year.

Project Code (7 positions):

This data element is the FIMA Task Code with an additional leading digit which identifies the applicable line, staff or program office. Valid leading digits are:

- 1 = NOS
- 2 = NMFS
- 3 = OAR
- 4 = NWS
- 5 = NESDIS
- 6 = OA (ISO, HRMO, ASCs)
- 7 = ONCO
- 8 = Office of Finance and Administration including Undersecretary and Staff Offices, SAO, Office of Global Programs, Coastal Ocean Program Office, and High Performance Computing and Communications
- 9 = Bureau of Export Administration

Task Code (3 positions):

A further breakdown of a project code. This element is the FIMA Phase Code with the constant "P" as a prefix.

Organization Code (16 positions):

CAMS uses the NFC Payroll/Personnel System Organization Code excluding the first two digits which identify the bureau code. Bureau code is not needed as part of the organization code since it is a separate data element in the CAMS ACCS.

Object Class (8 positions - NOAA uses only 4):

NOAA will continue to use its current four position object classes under CAMS.

1.1.1 ACCS Conversion

To facilitate the conversion process, the NOAA CAMS Web Site contains a utility that converts the FIMA accounting codes to the CAMS ACCS. There are two ways to access this conversion utility, the first is a direct link to the utility and the second is through the NOAA CAMS Web Site. Open your browser and enter the following address in the location field:

<http://makoto.rdc.noaa.gov/cams/>. It is recommended that this URL be bookmarked and used whenever an accounting code conversion is needed. The alternate address through the NOAA CAMS Web Site is <http://www.rdc.noaa.gov/~cams>, then click on the FIMA/CAMS Accounting Conversion Screen.

The ACCS Conversion includes options for a FIMA to CAMS Conversion and a CAMS to FIMA Conversion. Once a user has entered the applicable ACCS information and clicks on the conversion button, the conversion results will be displayed.

The following are examples of the ACCS Conversion and Conversion Results screens.

ACCS Conversion

Use TAB to move between fields. Supply as many components of your accounting code as you wish. However, failure to supply all components may limit the program's ability to convert.

FIMA to CAMS Conversion

Enter your FIMA account code here and click on the Convert button:

Org: Task: Phase:

CAMS to FIMA Conversion

Enter your CAMS account code here and click on the Convert button:

Bureau: Task:

FIMA to CAMS Conversion Results

FIMA		CAMS	
Bureau:	14	Bureau:	14
Org:	AJ2400	Org:	06-02-0004-00-00-00-00
Org Title:	CAMS PROGRAM DIVISION	Org Title:	CAMS PROGRAM DIVISION
Task:	9WCMCM	Project:	69WCMCM
		Project Title:	CAMS
Phase:	00	Task:	P00
		Task Title:	NO TASK
		Fund:	02
		Program:	07-01-01-000

[Return To Convert Page](#)

In CAMS both the Project and Task codes are edited fields which need to be established by the NOAA Budget Office prior to use. Therefore, if a Project Code or Task Code does not convert, please submit a, "CAMS Project Code Request Form" through your Management and Budget Office to the NOAA Budget Office. This form can be downloaded from the NOAA CAMS Web site at <http://www.rdc.noaa.gov/~cams>, then click on Download Project/Task Request Form.

1.1.2 Default ACCS

The cardholder's default ACCS is displayed on the ACCS (BC-606) window in CPCS as illustrated below.

The screenshot shows the 'ACCS (BC-606)' window. At the top, there's a 'Cardholder' field and an 'Exit' button. Below this is a toolbar with various icons. The main section is titled 'ACCS Details' and contains a table with the following data:

Trans No	Reference Number	Purchase Date	Vendor	Amount
10144-17	24229100056000544119882	10-MAR-2000	PROFESS OFC ENTERPRISES	\$108.28

LN	FY	Accounting Classification Code Structure (ACCS)	Qty	Amt	Total
1	2000	14 69WCMCM-P00 02 07-01-01-000 06-02-0004-00-00-00 31-20-00-00 000000	1	108.28	108.28

Below the table are buttons: 'List ACCS choices', 'Property', 'View Disputes', and 'Note'. On the right, 'ACCS Total' is \$108.28. At the bottom, a status bar says 'ENTER THE FULL ACCOUNTING CLASSIFICATION CODE STRUCTURE (TO ENTER, DRILL DOWN FOR DETAIL). (RE Record: 1/1)' and a 'List of Values' button.

If the ACCS needs to be modified, drill down in the white field of the ACCS (BC-606) window where the full ACCS is displayed and the Account Classification Code Structure (dba094 or dba093) window will open.

The screenshot shows the 'ACCOUNT CLASSIFICATION CODE STRUCTURE (dba094)' window. It has a 'Cardholder' field and an 'Exit' button. Below is a toolbar. The main area contains several fields for data entry:

PROJECT/										OBJECT								
BUR	TASK	FUND	PROGRAM			ORGANIZATION				CLASS								
14	69WCMCM	P00	02	07	01	01	000	06	02	0004	00	00	00	00	31	20	00	00

Below these fields is a 'USER DEFINED FIELD' with the value '000000'. A 'NAME' field contains 'CAMS'. At the bottom right are buttons: 'NEXT', 'PREV', and 'CANCEL'. The status bar at the bottom says 'ENTER THE PROJECT CODE (A LIST IS AVAILABLE). (REQUIRED). (RE Record: 1/1)' and a 'List of Values' button.

1.2 Conventions

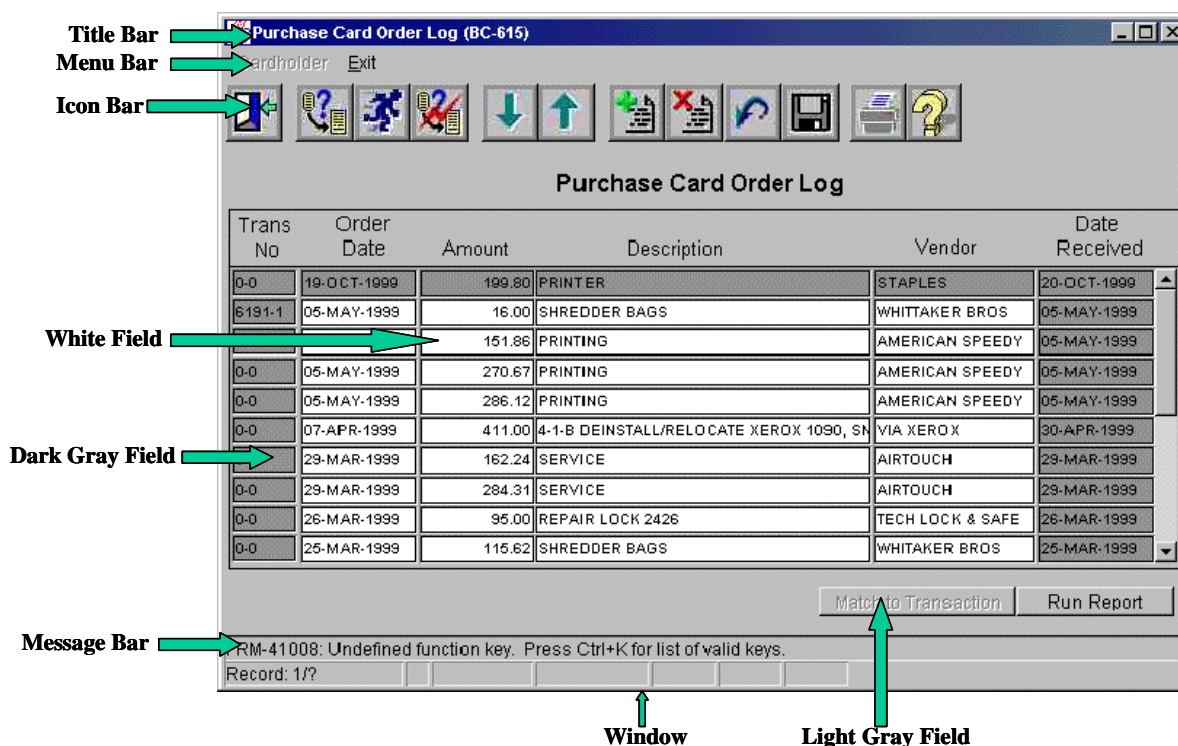
Before getting started, it is important to understand the conventions used in Commerce Purchase Card System (CPCS) with regard to the window elements and layouts. This knowledge will help the user move freely and smoothly throughout the system.

The system is built on a Graphical User Interface (GUI) which provides full point-and-click capability. The GUI system provides ease of use. Instead of tabbing passed every field, GUI functionality allows the user to select certain fields.

CPCS incorporates a number of drop down menu bars to facilitate movement and the selection of documents:

- To display a drop down menu, click on the desired selection on the menu bar.
- When a document window is accessed, a new window is displayed. The name of the window appears at the top.
- Each window has a menu bar located at the top. The menu bar is a horizontal strip of icons and each icon has a graphic image and “hint” balloon (narrative description) that summarizes its functionality if that icon is available for use at that particular junction.

The following illustration depicts the CPCS screen layout:



1.3 Common window elements

WINDOW – A “fill-in-the blanks” arrangement that facilitates data insert, update, delete and/or query of the database.

PAGE – The portion of a window that is seen on the monitor at any one time. A window can consist of one or more pages.

TITLE BAR – The bar along the immediate top of the window. Three buttons displayed in the top right hand corner, allow the user to maximize, minimize, or close the active window.

MENU BAR - The bar along the top of the window, above the icon bar. The menu bar provides various drop down menus to use while moving throughout the program.

ICON BAR – The bar under the menu bar, which displays the icons currently available to the user. For more information regarding the icons, refer to the icon listing (Table 1) shown on page xi and xii.

TABLE – A logical grouping of related records, e.g., transactions or orders. A table is arranged like a spreadsheet with each row corresponding to an individual record and each column corresponding to a particular field. (*See Field and Record*). Tables cannot be seen by users. They serve as a means to store information in the database.

RECORD – A single line item within a transaction.

CURSOR MOVEMENT – Cursor movement through a window is always left to right or top to bottom.

FIELD – A column in a database table. A field is displayed as a highlighted area on the window that can contain an existing value from the database and/or accept a new value. Below are the general descriptions of the varying fields.

- **White** fields indicate mandatory fields. A user will not be able to send, approve, or activate data unless these fields are filled.
- **Light Grey** (i.e. the same color as the window background) indicate fields that are not accessible by the user; most of these fields are self-populating.
- **Dark Grey** fields indicate optional fields. Data may be entered, but it is not required.

WINDOW NAME/OPTION CODE – The name of the window will appear with the option code as follows: Purchase Card Order Log (BC-615). The option code in the upper left hand corner of the window is alphanumeric.

CHECK-BOX – A box that allows the user to select a specific option by “checking it”, or view that an option has been chosen. This is normally indicated by either an “x” or a “✓”.

PUSHBUTTONS – The buttons available within a window, usually located at the bottom of the screen. In order to access a button, a user must click on it. If a button is shaded, it is not active

for the current window. Some example buttons are: OK, Run Report, Note, ACCS, Cancel, Prev, and Forward.

SYSTEM MESSAGE – System messages appear in the lower left hand corner of the window in the message bar. It will display what action the computer is taking (e.g., working, printing, querying), as well as what may be available in a certain window or field. Some of the messages include: “Working...”; “Field is protected against updates”; “Enter the ...”; “(A List is Available)”; and “Unable to perform query”. The system message will always include a count of how many records were received. In a query, this will be displayed directly below the current system message as shown in diagram 1. For more information regarding this, refer to the description of COUNT below.

COUNT – Count always appears in the lower left hand corner of the window and indicates the number of complete records displayed on the window.

DATE FIELDS – All date fields use the default format of DD-MON-YYYY, (e.g., ‘12-JUN-1999’).

SCROLL BAR - The bar which allows movement between records. Clicking on the down or up arrows allows the user to scroll through records.

POP-UPS – Pop-up windows are used to include additional information within a record. A pop-up window can be an entire window or a small window depending upon the information recorded/displayed.

LIST OF VALUES - A pop-up table that contains a List of Values for the selected field. It is often denoted as LOV.

1.4 Operator Functions










Operator functions are the specific actions that can be performed within CPCS. The operator functions are available as icons located on a toolbar directly below the menu bar. The toolbar on the window document is a horizontal strip of icons located at the top of the window.

Each icon is a small graphic image that represents an application (functionality), command, or tool. A “hint balloon” is associated with each icon. The hint balloon displays the name/functionality of the icon. The icon’s hint balloon is displayed by positioning the cursor on an icon and pausing.

The following is an example of a hint balloon for the Save icon:



The following table illustrates the various Icons and their functions.

Icon	Name	Description
	EXIT	This icon is available throughout CPCS and allows the user to leave the current window, document, and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	ENTER QUERY	This icon clears any existing records or data from the window and prompts the user for query information.
	EXECUTE QUERY	Once query information is entered, clicking this button will execute the query. The system will return all records that match the query criteria. Use the Up and Down Arrows in the tool bar or the up and down arrows on the keyboard to scroll through the records returned by the query. If this button is entered without entering any query data, all records will be retrieved.
	CANCEL QUERY	This button cancels query mode and returns the system to edit mode.
	DOWN ARROW	This button allows the user to scroll (down) through a list of records. This button is disabled once the last record is reached.
	UP ARROW	This button allows the user to scroll (up) through a list of records. This button will become disabled once the first record is reached.
	CREATE RECORD	This button allows the user to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field.
	DELETE RECORD	In a limited number of instances, this button can be used to delete a record or a line item.
	SAVE	The Save button can be used in many circumstances to save (commit) complete or partial records to the database.



Icon	Name	Description
	PRINT	The Print button is designed to print a report related to the data appearing on the current active window. <i>Note:</i> In some instances, selecting the print icon does not automatically print the report.
	HELP	This button provides on-line documentation for each field. To access the information for a particular field, place the cursor in that field and click the Help button. The Help information is designed to facilitate accurate data entry in each field.

Table 1

1.5 Navigation Capabilities

The GUI make-up of this system, minimizes the number of keys and keystrokes. It allows for increased use of the mouse as well as the ability to use on-window buttons, icons, and menu options. The following keys are used to navigate throughout CPCS:

Tab	This keyboard key will allow movement from field to field.
Enter	This keyboard key will allow movement from field to field and accept a value or term entered into a field.

1.6 Mouse Functions

The mouse allows a user to highlight, select, scroll, and access lists and pop-up windows. It also allows movement around the menu bar, selecting different windows, options and exit. There are two types of clicks associated with the mouse. Both types are listed below.

Click – A single click of the left mouse button allows a user to select a menu option within the drop down menu. A single click will also allow access to buttons in the window as well as accept system responses such as “OK” and “Cancel”.

Double-click – A double-click of the left mouse button allows a user to access a list in a field.

2.0 Getting Started

There are two ways to access the CPCS application. One is via the Web and the other is Client-Server. Listed below are procedures for both Web login and Client-Server login, follow the procedures which apply to you. Most users will access CPCS using the web. If you are unsure as to which method applies to you, contact the Functional Expert at your servicing ASC Finance Office or if you are in the Washington, D.C. Metro Area, contact the CAMS Help Desk.

2.1 CAMS Web Login (Preferred Access Approach)

STEP	ACTION
1	<p>Select one of the following:</p> <ul style="list-style-type: none">▶ Double-click on the <NETSCAPE COMMUNICATOR>, type in http://noaabc1.rdc.noaa.gov:2000/ in the <i>LOCATION</i> field for the CAMS Production Instance.-or-▶ Double-click on the <CAMS Web> icon for the CAMS Production Instance. <p>The CAMS Web page appears.</p>
2	Click on the < Enter CAMS > button. The CAMS Web Page appears
3	Click on the < CPCS > button.
4	Type in the user name in the <i>USER NAME</i> field.
5	Type in the password in the <i>PASSWORD</i> field. Click the " OK " button. The Commerce Purchase Card System main window appears.

2.2 CAMS Client-Server Login (Alternate Access)

STEP	ACTION
1	Double-click on the < CAMS > icon on your Main Menu window (if you don't have a < CAMS > icon, you need to get one installed). The Commerce Administrative Management System Warning window appears.
2	Click on < ENTER CAMS > button. The CAMS Production Instance window appears.
3	Type in the CAMS production user name in the <i>USER NAME</i> field.
4	Type in the CAMS production password in the <i>PASSWORD</i> field.
5	Click on the < Bankcard (CPCS) > button. The Commerce Purchase Card System main Window appears.

3.0 Reconciling Transactions

Introduction:

This procedure describes how to reconcile purchase card transactions. Reconciling involves making sure that each transaction charged to the cardholder's bankcard is correct and accounted for.

Statements should be reconciled weekly. At a minimum, statements must be reconciled and the transactions approved by the approving official within a 22-calendar-day period.

After a transaction has been in the system for about 22 calendar days, the system will sweep transactions that the cardholder has not reconciled. The system will also sweep those transactions that were reconciled by the cardholder but not approved by the cardholder's supervisor.

Windows Used in Reconciling Transactions:

- ◆ Reconcile Transactions (BC-635)
- ◆ ACCS (BC-606)
- ◆ Accountable Property (BC-626)
- ◆ Cardholder Statement of Questioned Items (BC-605)
- ◆ Disputed Transactions (BC-608)
- ◆ Review All Notes (BC-623)
- ◆ Accounting Classification Code Structure (dba093/dba094)
- ◆ Monitor Outstanding Disputes (BC-625)

3.1 Reconciling a Transaction

Use this procedure to reconcile all transactions once they are forwarded by the Bankcard Center to the Purchase Card System Administrator and posted in the Reconcile Transactions (BC-635) window. If a third party receives an order charged to the cardholder's account, the cardholder is still responsible for ensuring the receipt of goods and reconciling the transaction.

Once the transaction is reconciled, the amount associated with the transaction is obligated in the Core Financial System -- usually within 24 hours.

The following is an illustration of the Reconcile Transactions (BC-635) window:

Reconcile Transactions (BC-635)

NOAA Finance Exit

Cardnumber: 01025 1 of 3 cards

Note	Trans No.	Purchase Date	Vendor	Amount	SIC Code	Prop.	Date Received	Matched Ok?	Dispute No.
<input type="checkbox"/>	10210-1	01-APR-2000	FED EMP NEWS DIGEST	\$149.87	5964	<input checked="" type="checkbox"/>		N	0-0
<input checked="" type="checkbox"/>	10210-2	01-APR-2000	NORFOLK PAINT CO/CO	\$145.49	5231	<input type="checkbox"/>		N	0-0
<input type="checkbox"/>	10210-3	01-APR-2000	HOME DEPOT #4615	\$148.89	5200	<input type="checkbox"/>		N	0-0
<input type="checkbox"/>	10210-4	01-APR-2000	BANNER SYSTEMS	\$115.00	5999	<input type="checkbox"/>		N	0-0
<input type="checkbox"/>	10210-5	01-APR-2000	BRANCH ELECTRIC #39 CHN	\$149.03	5211	<input type="checkbox"/>		N	0-0
<input checked="" type="checkbox"/>	10210-6	01-APR-2000	BEST BUY 00005843	\$129.19	5732	<input type="checkbox"/>		N	0-0
<input type="checkbox"/>	10210-7	01-APR-2000	F H GASKINS CO INC	\$145.00	9399	<input type="checkbox"/>		N	0-0
<input type="checkbox"/>	10210-9	01-APR-2000	LITTLE CREEK COMM S	\$127.74	5411	<input type="checkbox"/>		N	0-0

Reference No: 24445000061208551772088

Note Unmatch Dispute View Dispute ACCS Property

Record: 5/?

3.1.1 Changing a Transaction from "Not Reconciled" to "Reconciled"

This procedure is used to reconcile an "N" (Not Reconciled) transaction when the statement has been reconciled by the cardholder and is received in the ASC Finance Office.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Reconcile for Cardholders and the NOAA Finance Cardholder List (BC-636) window appears.
2	Double-click on the cardholder you want to reconcile transactions for and the Reconcile Transactions (BC-635) window appears.

STEP	ACTION
3	Click on the DATE RECEIVED field for the transaction to be reconciled. Type either the date the items were purchased, actually received or today's date.
4	Check the ACCS. See Procedure 3.1.2, "Verifying/Modifying/Splitting the ACCS." Note: The transaction is automatically charged to the default ACCS, unless the ACCS is modified or split.
5	Enter accountable property information, if applicable. See Procedure 3.1.3, "Entering Accountable Property Information." Note: See the glossary for the definition of accountable property. All transactions charged to an ACCS with an Object Class Code that begins with 31 are accountable property purchases.
6	Click on "N" (i.e., Not Reconciled) in the <i>OK?</i> field. The Status Codes window appears. Click on " Reconciled. " Click on the " OK " button.
7	Repeat steps 1 through 6 until all transactions have been reconciled.
8	Click on the < EXIT > icon. A pop-up window appears, "Do you want to save the changes before exiting?" Click on the " Yes " button. Another pop-up appears: "Transaction complete: 1 records applied and save." Click on the " OK " button to return to the NOAA Finance Cardholder List (BC-636) window.
9	Click on the < EXIT > icon. The Main Menu appears.

3.1.2 Verifying/Modifying/Splitting the ACCS

Use this procedure when either verifying an ACCS or altering the ACCS to which the transaction will be charged.

The following is an example of the ACCS (BC-606) Window:

The screenshot shows the ACCS (BC-606) window with the following details:

- Cardholder:** Exit
- Trans No:** 10144-17
- Reference Number:** 24229100056000544119882
- Purchase Date:** 10-MAR-2000
- Vendor:** PROFESS OFC ENTERPRISES
- Amount:** \$108.28

LN	FY	Accounting Classification Code Structure (ACCS)	Qty	Amt	Total
1	2000	14 69WCMCM-P00 02 07-01-01-000 06-02-0004-00-00-00-00 31-20-00-00 000000	1	108.28	108.28

Buttons: List ACCS choices, Property, View Disputes, Note

ACCS Total: \$108.28

ENTER THE FULL ACCOUNTING CLASSIFICATION CODE STRUCTURE (TO ENTER, DRILL DOWN FOR DETAIL). (RE

Record: 1/1 List of Values

3.1.2.1 Verifying the ACCS

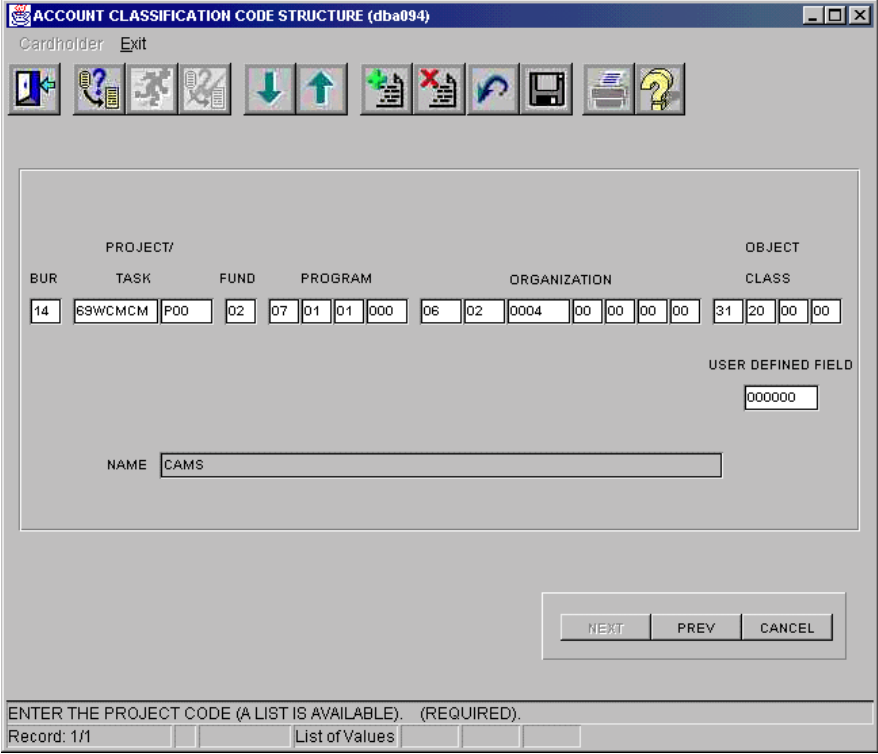
Use this procedure to verify that the default ACCS is the one you want to use.

STEP	ACTION
1	Click on the transaction to be verified in the Reconcile Transactions (BC-635) window.
2	<p>Verifying that the ACCS is correct for the purchase card transaction being reconciled.</p> <ul style="list-style-type: none"> ▶ If it is correct, click on the <EXIT> icon to return to the Reconcile Transactions (BC-635) window. ▶ If it is incorrect, go to Procedure 3.1.2.2, "Modifying the ACCS." ▶ If you want to add an additional ACCS to split the cost, go to Procedure 3.1.2.3, "Splitting the ACCS."

3.1.2.2 Modifying the ACCS

Use this procedure to modify the default ACCS to which a purchase card transaction is to be charged.

STEP	ACTION
1	Click on the transaction to be modified in the Reconcile Transactions (BC-635) window.
2	Do one of the following: <ul style="list-style-type: none">• If modifying only the fiscal year, go to step 2.• If modifying any subfields, go to step 6.
3	With the <BACKSPACE> key, erase the entry in the <i>FISCAL YEAR</i> field.
4	Type the fiscal year in the <i>FISCAL YEAR</i> field.
5	Press the <ENTER> key. The Accounting Classification Code Structure (dba093/dba094) window appears.
6	<p>Press the "Prev" button. If the ACCS is valid for the fiscal year you entered, the ACCS (BC-606) window appears. Click on the <EXIT> icon and return to the Reconcile Transactions (BC-635) window. The ACCS has been modified.</p> <p>Note: If the ACCS is not valid for the fiscal year you entered, the following message appears: "Invalid or inactive project code w/ program and fund codes." Click on the <EXIT> icon and the original fiscal year will remain.</p>

STEP	ACTION
7	<p>Modify the ACCS by double-clicking on the ACCOUNTING CLASSIFICATION CODE field. The Account Classification Code Structure (dba093/dba094) window appears.</p> 
8	<p>Highlight the code in the subfield to be changed. Do one of the following:</p> <ul style="list-style-type: none"> Type in the correct code; or Double-click on the field and a list of values appears. Click on the correct value. Click on the "OK" button. <p>Note: The first OBJECT CLASS subfield must be one of the following: 23, 24, 25, 26, or 31. The first two subfields cannot contain all zeroes. The USER DEFINED field must have six zeroes.</p>
9	Repeat step 7 for each subfield to be changed in the ACCS.
10	Click on the "Prev" button to return to the ACCS (BC-606) window.

STEP	ACTION
11	Click on the < EXIT > icon to return to the Reconcile Transactions (BC-635) window. A pop-up window appears: "Do you want to save the changes you have made?" Click on the " Save " button. The pop-up appears: "Database Apply complete: 1 records applied." Click on the " OK " button. The Reconcile Transactions (BC-635) window appears.

3.1.2.3 Splitting the ACCS

This procedure allows the user to split the charge for a purchase card transaction among more than one ACCS.

STEP	ACTION
1	Click on the transaction to be split in the Reconcile Transactions (BC-635) window. Click on the " ACCS " button at the bottom of the window. The ACCS (BC-606) window appears.
2	Do one of the following: <ul style="list-style-type: none">• To modify only the fiscal year, go to Procedure 3.1.2.2, "Modifying the ACCS."• To modify the default ACCS, type in the fiscal year in the FY field and press the <ENTER> key. Go to step 3.• To add an ACCS stored under the "List ACCS Choices" button, type in the fiscal year in the FY field. Go to step 6.

STEP	ACTION
3	<p>Highlight the code in the subfield to be changed. Do one of the following:</p> <ul style="list-style-type: none"> • Delete the current code with your <BACKSPACE> key. Type in the correct code; or • Double-click on the field and a list of values appears. Click on the correct value. Click on the "OK" button. <p><i>Note:</i> The first <i>OBJECT CLASS CODE</i> subfield must be one of the following: 23, 24, 25, 26, or 31. The first two subfields cannot contain all zeroes. The <i>USER DEFINED</i> field must have six zeroes.</p>
4	Repeat step 3 for each field to be changed in the ACCS.
5	Click on the " Prev " button to return to the ACCS (BC-606) window. Go to step 12.
6	Click on the " List ACCS Choices " button.
7	Select the appropriate ACCS.
8	Click the " OK " button. The Accounting Classification Code Structure (dba093/dba094) window appears.
9	<p>Highlight the code in the subfield to be changed. Do one of the following:</p> <ul style="list-style-type: none"> • Delete the current code using your <BACKSPACE> key. Type in the correct code; or • Double-click on the field and a list of values appears. Click on the correct value. Click on the "OK" button. <p><i>Note:</i> The first <i>OBJECT CLASS</i> subfield must be one of the following: 23, 24, 25, 26, or 31. The first two subfields cannot contain all zeroes. The <i>USER DEFINED</i> field must have six zeroes.</p>
10	Repeat step 9 for each field to be changed in the ACCS.

STEP	ACTION
11	Click on the " Prev " button to return to the ACCS (BC-606) window appears.
12	Type the quantity to be charged to this ACCS in the <i>QTY</i> field.
13	Click on the appropriate <i>AMT</i> field. Delete the entry using the < BACKSPACE > key. Type the amount charged to each added ACCS.
14	Return to the previous ACCS line(s) and adjust the cost in the AMOUNT field(s).
15	Click on the TOTAL field to recalculate.
16	If an additional ACCS needs to be charged, go to step 2.
17	Click on the < EXIT > icon to exit the window. A pop-up appears: "Do you want to save the changes you have made?" Click on " Yes ." A pop-up appears, "Database apply complete." Click on the " OK " button to return to the Reconcile Transactions (BC-635) window.

3.1.3 Entering Accountable Property Information

Use this window to enter accountable property information. Once the data is entered and the transaction is reconciled, the data cannot be updated through CPCS.

The following is an example of the Accountable Property (BC-626) window:

Accountable Property (BC-626)

Cardholder Exit

Icons: [Back] [Help] [Print] [Delete] [Save] [Find] [New] [Open] [Close] [Help]

ACCS Details

Trans No	Reference Number	Purchase Date	Vendor	Amount
10144-17	24229100056000544119882	10-MAR-2000	PROFESS OFC ENTERPRISES	\$108.28

Accountable Property Details

LN	Year	Accounting Classification Code Structure	Qty	Amt	Total
1	2000	14 69WCMCM-P00 02 07-01-01-000 06-02-0004-00-00-00-00 31-20-00-00	1	108.28	\$108.28

Accountable Property Details

Prop Line	Item No	Description	Accept. Date	Manufacturer	Serial Number	BarCode	Model Number	Bldg. Code	Room No.	Unit Price
		EXTERNAL CD DRIVE	11-MAR-2000	HP	55X789CD81	CD00005678	CDX2345	ITC5	8	\$108.28

\$108.28

Enter Room Number

Record: 1/1

STEP	ACTION
1	<p>Click on the transaction in the Reconcile Transactions (BC-635) window to add accountable property information. Click on the "Property" button at the bottom of the window. The Accountable Property (BC-626) window appears.</p> <p>Note: All accountable property purchased must be charged to an ACCS that has an Object Class Code that begins with 31. Once accountable property information has been entered, a "√" appears in the "PROP" column box of the Reconcile Transactions (BC-635) window for that transaction.</p>
2	Click on the ACCS to be charged as accountable property.
3	<p>Click on the LINE NO field in the "Accountable Property Details" section, and type in the line number (i.e., the LN) of the corresponding ACCS.</p> <p>Note: The PROP ITEM NO field will populate automatically.</p>

STEP	ACTION
4	Click on the DESCRIPTION field and enter a description.
5	Click on the UNIT PRICE field and enter the unit price.
6	Repeat steps 4 and 5 by clicking on the next line for each accountable property item associated with that ACCS. Note: An ACCS for a transaction may have multiple accountable property items.
7	Repeat steps 2 through 6 to charge other accountable property items to additional ACCS.
8	Click on the < EXIT > icon to return to the Reconcile Transactions (BC-635) window. A pop-up window appears: "Do you want to apply the changes you have made?" Click on the " Yes " button. A pop-up appears: "Transaction complete: (#) records applied and saved." Click on the " OK " button.

3.1.4 Adding and Reviewing Notes

Adding notes is an optional feature. **Any notes that are added, should be added before reconciling a transaction.** Once a note has been saved, it cannot be deleted or edited. However, new notes may be added. Add a note to a transaction as a message for yourself, to the Cardholder, or the Approving Official. View a note as a reminder of important information.

The following is an example of the Review All Notes (BC-623) window:

Name of Author	Abbreviated Note	Origin Date
CP\$1, CP\$1 D.	EXTERNAL ZIP DRIVE-CHARGE NORTHSTAR PROJECT ACCS	09-MAY-2000 02

ADD PREVIOUS

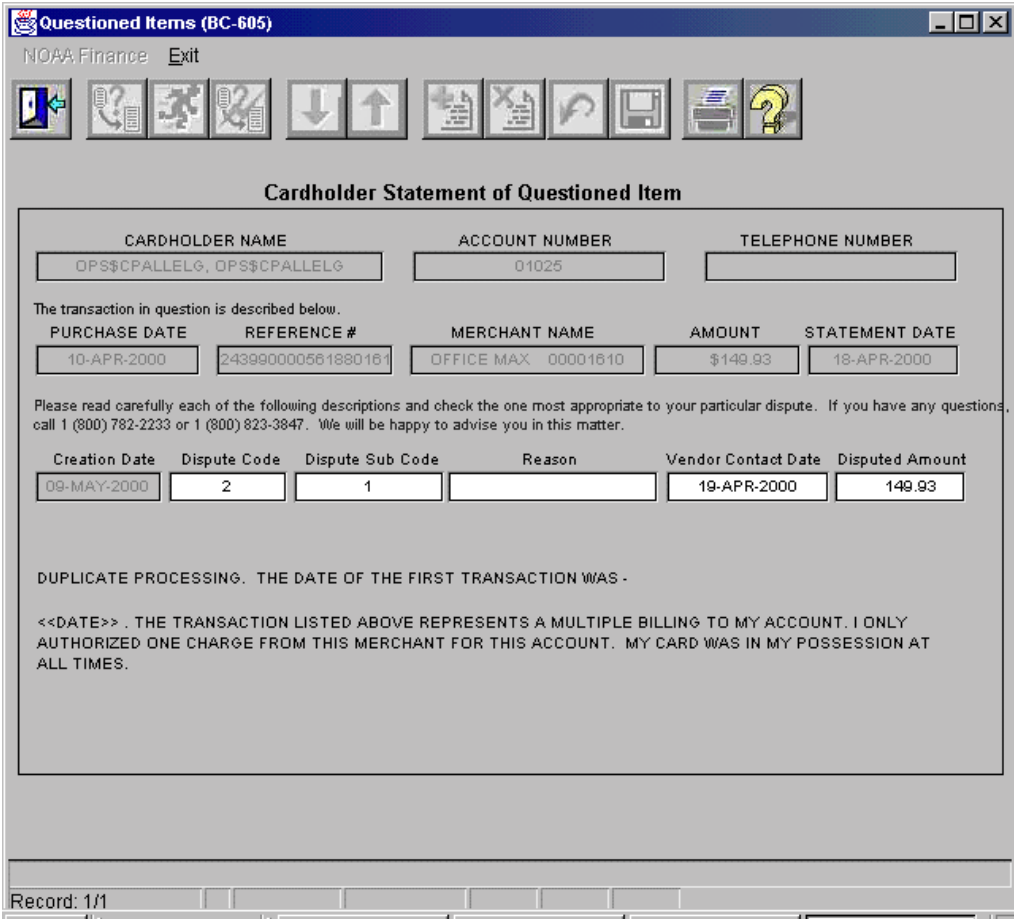
Record: 1/1

STEP	ACTION
1	<p>Click on a transaction to write or view a note. Click on the "Note" button at the bottom of the window and the Review All Notes (BC-623) window appears.</p> <p><i>Note:</i> A "√" in the <i>NOTE</i> field in the Reconcile Transactions (BC-635) window means that at least one note is attached to the transaction.</p>
2	<p>Click the "Add" button to go to the next available line and type in a note in the <i>Abbreviated Note</i> field.</p>
3	<p>Click on the "Prev" button to return to the Reconcile Transactions (BC-635) window. A pop-up window appears: "Do you want to apply the changes you have made?" Click on the "Yes" button. Another pop-up appears: "Transaction Complete: 1 records applied and saved." Click on the "OK" button. The Reconcile Transactions (BC-635) window appears.</p>

3.2 Reconciling a Disputed Transaction

Use this procedure to reconcile a disputed transaction. Transactions are disputed if the information in the Reconcile Transactions (BC-635) window does not match the cardholder invoice.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Reconcile for Cardholders and the NOAA Finance Cardholder List (BC-636) window appears.
2	Double-click on the cardholder you want to reconcile transactions for and the Reconcile Transactions (BC-635) window appears.
3	Click on the DATE RECEIVED field for the transaction to be reconciled. Type either the date the items were purchased, actually received or today's date.
4	Check the ACCS. See Procedure 3.1.2, "Verifying/Modifying/Splitting the ACCS." <i>Note:</i> The transaction is automatically charged to the default ACCS unless the ACCS is modified or split.
5	Enter accountable property information, if applicable. See Procedure 3.1.3, "Entering Accountable Property Information." <i>Note:</i> See the glossary for the definition of accountable property. All transactions charged to an ACCS with an Object Class Code that begins with 31 are accountable property purchases.
6	Click on "N" (i.e., Not Reconciled) in the <i>OK?</i> field of the transaction to be disputed. The Status Codes window appears.

STEP	ACTION
7	<p>Click on "D" (i.e., Disputed). Click on the "OK" button. The Cardholder Statement of Questioned Items (BC-605) window appears.</p> 
8	<p>Double-click on the DISPUTE CODE field. A pop-up list of values appears. Click on the appropriate code and click on the "OK" button.</p> <p>Note: A dispute subcode may appear depending upon the dispute code selected.</p>
9	<p>Double-click on the DISPUTE SUBCODE field, if necessary. A pop-up list of values appears. Select the appropriate subcode. Click on the "OK" button.</p>
10	<p>Click on the REASON field. Type a brief summary of the dispute.</p> <p>Note: Only some dispute code/subcode combinations require a reason. If required, "<<Reason>>" appears at the bottom of the window.</p>

STEP	ACTION
11	<p>Click on the VENDOR CONTACT DATE field. Type the disputed amount.</p> <p>Note: Only some dispute code/subcode combinations require a date. If a date is required, "<<Date>>" appears at the bottom of the window. This date must be between the purchase date and the current date, inclusive.</p>
12	<p>Click on the DISPUTED AMOUNT field. Type the disputed amount.</p> <p>Note: The amount disputed is typically the amount that the buyer is overcharged. For example, you were charged \$100 for a purchase. The charge should have been \$80. The disputed amount is \$20.</p>
13	<p>Click on the <EXIT> icon. A pop-up window appears, "Do you want to save the changes before exiting?" Click on the "Yes" button. The Reconcile Transactions (BC-635) window appears.</p>
14	<p>Click on the <EXIT> icon. The NOAA Finance Office Cardholder List (BC-636) window appears.</p>
15	<p>Click on the <EXIT> icon. The Main Menu appears.</p>
16	<p>Click on the NOAA Finance from the Main Menu. A drop-down box appears. Click on Monitor Disputes 4CHolders and the NOAA Finance Office Cardholder List (BC-636) window appears.</p>
17	<p>Double-click on the cardholder you want to dispute a transaction for and the NOAA Finance Monitor Outstanding Disputes (BC-638) window appears.</p>
18	<p>Click on the disputed transaction.</p>
19	<p>Click on the "Run Report" button. The report appears.</p>
20	<p>Click on the "OK" button. The report prints.</p>

STEP	ACTION
21	Click on the <EXIT> icon. The NOAA Finance Office Cardholder List (BC-636) window appears.
22	Click on the <EXIT> icon. The Main Menu appears.
23	<p>Place the printout of the Cardholder Statement of Questioned Item form in an envelope and send to:</p> <p style="padding-left: 40px;">D.O.C. Bankcard Center 1510 E. Bannister Road Room PE122 Kansas City, MO 64131</p> <p>Note: If the form is faxed, it still needs to be mailed. The fax number is 816-823-3850.</p>

3.3 Reconciling a Credit without a Matching Disputed Transaction

Use this procedure to reconcile a credit **without a matching disputed transaction**. The credit transaction is treated the same as a not reconciled transaction that needs to be reconciled.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Reconcile for Cardholders and the NOAA Finance Cardholder List (BC-636) window appears.
2	Double-click on the cardholder you want to reconcile transactions for and the Reconcile Transactions (BC-635) window appears.

STEP	ACTION
3	Click on the DATE RECEIVED field for the transaction to be reconciled. Type either the date the items were purchased, actually received or today's date.
4	Check the ACCS. See Procedure 3.1.2, "Verifying/Modifying/Splitting the ACCS." <i>Note:</i> The transaction is automatically charged to the default ACCS, unless the ACCS is modified or split.
5	Enter accountable property information, if applicable. See Procedure 3.1.3, "Entering Accountable Property Information." <i>Note:</i> See the glossary for the definition of accountable property. All transactions charged to an ACCS with an Object Class Code that begins with 31 are accountable property purchases.
6	Click on the "NOTE" button to explain the credit. See Procedure 3.1.4, "Adding and Receiving Notes." <i>Note:</i> Credits have a minus (i.e., "-") sign in front of the number in the <i>AMOUNT</i> field in the Reconcile Transactions (BC-635) window.
7	Click on "N" (i.e., Not Reconciled) in the <i>OK?</i> field. The Status Codes window appears. Click on "Reconciled." Click on the "OK" button.
8	Repeat steps 1 through 7 until all transactions are reconciled.
9	Click on the <EXIT> icon. A pop-up window appears, "Do you want to save the changes before exiting?" Click on the "Yes" button. Another pop-up appears: "Transaction complete: 1 records applied and save." Click on the "OK" button to return to the NOAA Finance Cardholder List (BC-636) window.
10	Click on the <EXIT> icon. The Main Menu appears.

3.4 Reconciling a Credit with a Matching Disputed Transaction

Use this procedure to reconcile a credit to a transaction that **is being** disputed. The credit transaction is processed similarly to a not-reconciled transaction that needs to be reconciled.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Reconcile for Cardholders and the NOAA Finance Cardholder List (BC-636) window appears.
2	Double-click on the cardholder you want to reconcile transactions for and the Reconcile Transactions (BC-635) window appears.
3	Click on the DATE RECEIVED field for the transaction to be reconciled. Type either the date the items were purchased, actually received or today's date. <i>Note:</i> You can identify credits by the minus (i.e., "-") sign preceding the number in the AMOUNT field in the Reconcile Transactions (BC-635) window.
4	Double-click on the MATCHED DISPUTE NO field of the credit to be reconciled. The Disputed Transactions (BC-608) window appears.
5	Click on the disputed transaction that you want to match to the credit.
6	Click on the "ACCS" button. The ACCS (BC-606) window appears. Note the ACCS charged, since the ACCS to be associated with the credit must be the same as that associated with this disputed transaction.
7	If there is property information associated with this disputed transaction, note the property information, since this information must also be entered for the matching credit transaction. Click on the "Acc Property" button. The Accountable Property (BC-626) window appears.
8	Click on the <EXIT> icon to return to the ACCS (BC-606) window.

STEP	ACTION
9	Click on the < EXIT > icon to return to the Disputed Transactions (BC-608) window.
10	Click on the " Match Dispute to Credit " button and the credit will be attached to the dispute. A pop-up window appears: "Remember to reconcile this dispute if this is the last credit needed." Click on the " OK " button. Another pop-up appears: "Do you want to save the changes you have made?" Click on the " Yes " button to return to the Reconcile Transactions (BC-635) window.
11	<p>With the matching transactions selected, check the ACCS. See Procedure 3.1.2, "Verifying/Modifying/Splitting the ACCS."</p> <p>Note: The ACCS should be the same as that found in step 6. The default ACCS is automatically assigned to a transaction unless the ACCS is modified or split.</p>
12	<p>Enter accountable property information, if applicable. See Procedure 3.1.3, "Entering Accountable Property Information."</p> <p>Note: The property information, if any, should be the same as that found when performing step 7. See the glossary for the definition of accountable property. All transactions charged to an ACCS with an Object Class Code that begins with 31 are accountable property purchases.</p>
13	Click on " N " (i.e., Not Reconciled) in the <i>OK?</i> field. The Status Codes window appears. Click on " Reconciled ." Click on the " OK " button.
14	Click on the < EXIT > icon. A pop-up appears: "Do you want to save the changes you have made?" Click on the " Yes " button. Another pop-up appears: "Transaction complete: 1 records applied and saved." Click on the " OK " button to return to the NOAA Finance Cardholder List (BC-636) window.
15	Click on the < EXIT > icon. The Main Menu appears.

STEP	ACTION
16	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Monitor Disputes 4CHolders and the NOAA Finance Office Cardholder List (BC-636) window appears.
17	Double-click on the cardholder you want to reconcile transactions for and the Reconcile Transactions (BC-635) window appears.
18	Select the disputed transaction that you want to reconcile.
19	Click on " D " (i.e., Disputed) in the <i>OK?</i> field and the Status Codes window appears. Click on " Reconciled. " Click on the " OK " button.
20	Click on the < EXIT > icon. A pop-up appears: "Do you want to save the changes you have made?" Click on the " Yes " button. Another pop-up appears: "Transaction complete: 1 records applied and saved." Click on the " OK " button to return to the NOAA Finance Cardholder List (BC-636) window.
21	Click on the < EXIT > icon. The Main Menu appears.

3.5 Reconciling a Swept Transaction

The system will sweep a transaction if the cardholder has not reconciled it within approximately 22 calendar days after the Commerce Department receives the transaction from the bank.

The sweeping process places these transactions into the Core Financial System (CFS) for payment. The transactions are charged to the default ACCS.

The cardholder must still reconcile swept transactions (they appear in the Reconcile Transactions (BC-635) window as an "S" in the *OK?* field). The user may also add accountable property information, change the transaction's ACCS, and add notes to a swept transaction. The approving official must still approve all reconciled swept transactions. In addition, a new ACCS and other changes made after a transaction has been swept won't be corrected in the CFS until the cardholder's approving official approves the transaction.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Reconcile for Cardholders and the NOAA Finance Cardholder List (BC-636) window appears.
2	Double-click on the cardholder you want to reconcile transactions for and the Reconcile Transactions (BC-635) window appears.
3	<p>Do one of the following::</p> <ul style="list-style-type: none">▶ If reconciling a transaction, see Procedure 3.1, "Reconciling a Transaction."▶ If reconciling a disputed transaction, see Procedure 3.2, "Reconciling a Disputed Transaction."▶ If reconciling a credit without a matching disputed transaction, see Procedure 3.3, "Reconciling a Credit without a Matching Disputed Transaction."▶ If reconciling a credit with a matching disputed transaction, see Procedure 3.4, "Reconciling a Credit with a Matching Disputed Transaction." <p>Note: Instead of clicking on "N", when instructed to, click on "S" (i.e., Swept) and change the "S" to whichever is appropriate: "R" (Reconciled) or "D" (Disputed).</p>

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
NOAA CAMS CLIENT SERVICES OFFICE.***

4.0 Monitoring Disputes for Cardholders

Introduction:

This procedure is used in conjunction with Procedure 3.3, "Reconciling a Credit without a Matching Disputed Transaction" and Procedure 3.4, "Reconciling a Credit with a Matching Disputed Transaction." These procedures can also be followed to reconcile a transaction disputed in error and approved by the approving official.

Windows Used in Monitoring Disputes:

- ◆ Monitoring Outstanding Disputes (BC-638)
- ◆ Reconcile Transactions (BC-635)
- ◆ Run Report (BC-705), Runtime Parameter Form
- ◆ Review All Notes (BC-23)
- ◆ Cardholder Statement of Questioned Items (BC-605)
- ◆ ACCS (BC-606)
- ◆ Accountable Property (BC-626)
- ◆ Questioned Item Report (BC-705)

The following is an example of the Monitor Outstanding Disputes (BC-638) window:

* Trans No.	Purchase Date	Vendor	Amount	SIC Code	Prop.	Date Received	Ok?	Matched Dispute No.
✓ 10372-4	01-MAY-2000	GTSI	\$137.00	5045		11-MAY-2000	D	0-0

Reference No: 24625730056780486701078

* - Indicates a note is attached

Run Report Note View Dispute ACCS Property

Record: 1/1

4.1 Reconciling a Transaction Disputed in Error

Use this procedure to reconcile a transaction disputed in error. If property information needs to be changed, contact your Personal Property Management Office.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Monitor Disputes 4CHolders and the NOAA Finance Cardholder List (BC-636) window appears.
2	Double-click on the cardholder you want to reconcile transactions for and the NOAA Finance Monitor Outstanding Disputes (BC-638) window appears.
3	Click on " D " (i.e., Disputed), in the <i>OK?</i> field for the disputed transaction that you want to reconcile. The Status Codes window appears. Click on " Reconciled. " Click on the " OK " button. <i>Note:</i> Click on the " Note " button to add a note. The Review All Notes (BC-623) window appears. See Procedure 3.1.4, "Adding and Reviewing Notes."
4	Click on the < EXIT > icon. A pop-up appears: "Do you want to save the changes you have made?" Click on the " Yes " button. Another pop-up appears: "Transaction complete: 1 records applied; all records saved." Click on the " OK " button to return to the NOAA Finance Cardholder List (BC-636) window.
5	Click on the < EXIT > icon. The Main Menu appears.

4.2 Viewing Disputed Transactions

From the Monitor Outstanding Disputes(BC-638) window, Disputed Transactions, Notes, Questioned Items Forms, ACCS, and Property information may be viewed.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Monitor Disputes 4CHolders and the NOAA Finance Cardholder List (BC-636) window appears.
2	Double-click on the cardholder you want to reconcile transactions for and the NOAA Finance Monitor Outstanding Disputes (BC-638) window appears.
3	Click on the transaction to be viewed.
4	<p>Click on the appropriate button to view different aspects of a disputed transaction.</p> <ul style="list-style-type: none">• Click on the "Run Report" button to generate the Statement of Questioned Items (BC-705).• Click on the "Notes" button to add a note. The Review All Notes (BC-623) window appears. See Procedure 3.1.4, "Adding and Reviewing Notes."• Click on the "View Disputes" button to view the reasons for the dispute. The NOAA Finance Monitor Outstanding Disputes (BC-638) window appears.• Click on the "ACCS" button to view ACCS information. The ACCS (BC-606) window appears.• Click on the "Property" button to view accountable property information. The Accountable Property (BC-626) window appears.
5	Click on the < EXIT > icon to return to the NOAA Finance Cardholder List (BC-636) window.
6	Click on the < EXIT > icon. The Main Menu appears.

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
NOAA CAMS CLIENT SERVICES OFFICE.***

5.0 Setting the Finance Flag

Introduction:

This procedure describes how to set the Finance flag for cardholders when their transactions are being reconciled by the Finance Office.

Windows Used in Setting the Finance Flag:

- ◆ Finance Cardholder Reconcile Flag List (BC-637)

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Set Finance Flag and the NOAA Cardholder Flag List (BC-637) window appears.
2	Locate the cardholder you wish to change flag status on. Double-click in the " Flag " field. The Flag Status Codes box will appear. Select " Y " if the Finance Office will be reconciling transactions for the cardholder and " N " if the cardholder will be reconciling their own transactions. Click the " OK " button.
3	Click the < EXIT > icon. A pop-up appears: "Do you want to save the changes you have made?" Click on the " Yes " button. Another pop-up appears: "Transaction complete: 1 records applied and saved." Click on the " OK " button to return to the Main Menu.

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
NOAA CAMS CLIENT SERVICES OFFICE.***

6.0 Tracking Cardholder Transactions

Introduction:

This procedure describes how to track transactions through the approval process.

Windows Used in Tracking Cardholder Transactions:

- ◆ Define Query Criteria (BC-628)
- ◆ Track Cardholder Transactions (BC-628)
- ◆ CPCS Tracking
- ◆ Review All Notes (BC-623)
- ◆ Cardholder Statement of Questioned Items (BC-605)
- ◆ ACCS (BC-606)
- ◆ Accountable Property (BC-626)

6.1 Tracking a Transaction

Use this procedure to track transactions through the approval process. The following is an example of the Define Query Criteria (BC-628) window:

QUERY_CRITERIA (BC628)
NOAA Finance Exit

Define Query Criteria

Transaction # From [] - [] To [] - []

Cardholder From []
To []

Date Purchased From [] To []

Date Received From [] To []

Vendor []

Amount From [] To []

SIC Code From [] To []

Agree?

☐ Not Reconciled

☐ Reconciled

☐ Disputed

☐ Swept

☐ Swept - Year End

Attachments

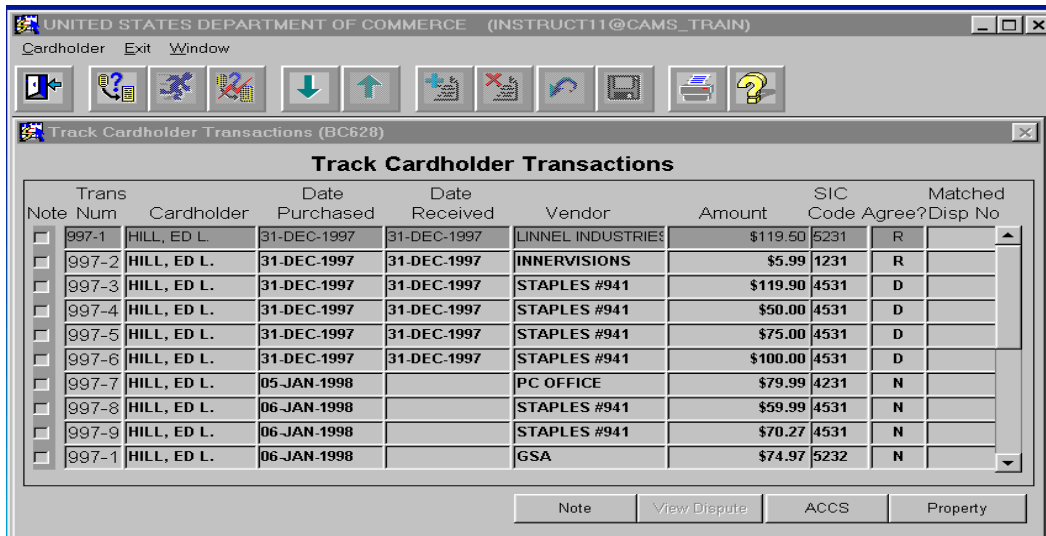
☐ Notes

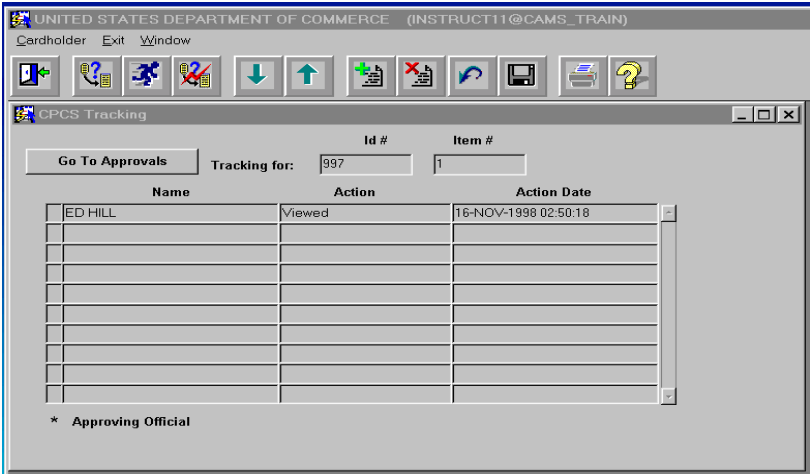
☐ Property Info

Clear OK Cancel

STEP	ACTION
1	<p>Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Track Cardholder Transactions. The Define Query Criteria (BC-628) window appears. If no criteria are entered and the "OK" button is clicked, the system will display all cardholders' transactions.</p>
2	<p>Select one or more of the following fields to query on:</p> <ul style="list-style-type: none">★ <i>TRANSACTION #</i>★ <i>CARDHOLDER (NAME)</i>★ <i>DATE PURCHASED</i>★ <i>DATE RECEIVED</i>★ <i>VENDOR</i>★ <i>AMOUNT</i>★ <i>SIC CODE</i>★ <i>AGREE? (BOX)</i>★ <i>ATTACHMENTS (BOX)</i>
3	<p>Query the <i>TRANSACTION #</i> range field by clicking on the first <i>FROM</i> box and typing the Statement Number, then clicking on the second <i>FROM</i> box and typing in the Item Number. Next click on the first <i>TO</i> box and type the Statement Number, then click on the second <i>TO</i> box and type in the Item Number, e.g., <i>FROM 997-1 TO 997-5</i>.</p> <p>Note: The Transaction Number includes the Statement Number plus the Item Number. The lower Transaction Number must be entered first.</p>

STEP	ACTION
4	<p>Query the <i>CARDHOLDER FROM</i> field by entering the cardholder's name, e.g., %SMITH when searching for BLACKSMITH.</p> <p>Note: Wildcards, "%" and "_", can be used. The "%" wildcard placed before the entered value, e.g., %<u>taples</u>, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both <u>Staples</u> and <u>Potaples</u> being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_", matches exactly one character; e.g., searching on t_p can result in <u>top</u> and <u>tap</u> being displayed.</p> <p>Note: The <i>CARDHOLDER FROM</i> field is used only by Approving Officials, Procurement Staff, and others who have the authority to view transactions created by many cardholders. In such cases, the alphabetically lower name should be entered in the <i>CARDHOLDER FROM</i> field and the alphabetically higher name in the <i>CARDHOLDER TO</i> field.</p>
5	<p>Query the <i>DATE PURCHASED</i> range field by clicking on the <i>FROM</i> box and typing in the earliest date in the query range. Next click on the <i>TO</i> box and type the latest date in the query range, e.g., <i>FROM</i>: 03-JAN-1998 <i>TO</i>: 03-MAR-1998</p>
6	<p>Query the <i>DATE RECEIVED</i> range field by clicking on the <i>FROM</i> box and typing in the earliest date in the query range. Next click on the <i>TO</i> box and type the latest date in the query range, e.g., <i>FROM</i>: 03-FEB-1998 <i>TO</i>: 03-MAR-1998</p>
7	<p>Query the <i>VENDOR</i> field by entering the vendor's name.</p> <p>Note: Wildcards can be used in this field, too. See step 4.</p>
8	<p>Query the <i>AMOUNT</i> field by clicking on the <i>FROM</i> box and typing in the lowest amount in the query range. Next click on the <i>TO</i> box and type the highest amount in the query range, e.g., <i>FROM</i>: \$35.00 <i>TO</i>: \$200.00</p>
9	<p>Query the <i>SIC</i> field by clicking on the <i>FROM</i> box and typing in the lowest SIC number in the query range. Next click on the <i>TO</i> box and type the highest SIC number in the query range.</p>

STEP	ACTION																																																																																																			
10	Query the <i>AGREE?</i> field and select one or more transaction types, e.g., Not Reconciled, Reconciled, Disputed, and Swept.																																																																																																			
11	Query the <i>ATTACHMENTS</i> field and select one or both transaction type(s), e.g., Notes and Property.																																																																																																			
12	<p>Click on the “OK” button to view the transactions which satisfy the query criteria. The Track Cardholder Transaction (BC-628) window appears with the selected transactions. This window is read-only.</p> <p>The following is an example of the Track Cardholder Transactions (BC-628) window:</p>  <table><tr><th>Trans Note Num</th><th>Cardholder</th><th>Date Purchased</th><th>Date Received</th><th>Vendor</th><th>Amount</th><th>SIC Code</th><th>Agree?</th><th>Matched Disp No</th></tr><tr><td>997-1</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>LINNEL INDUSTRIES</td><td>\$119.50</td><td>5231</td><td>R</td><td></td></tr><tr><td>997-2</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>INNERVISIONS</td><td>\$5.99</td><td>1231</td><td>R</td><td></td></tr><tr><td>997-3</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>STAPLES #941</td><td>\$119.90</td><td>4531</td><td>D</td><td></td></tr><tr><td>997-4</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>STAPLES #941</td><td>\$50.00</td><td>4531</td><td>D</td><td></td></tr><tr><td>997-5</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>STAPLES #941</td><td>\$75.00</td><td>4531</td><td>D</td><td></td></tr><tr><td>997-6</td><td>HILL, ED L.</td><td>31-DEC-1997</td><td>31-DEC-1997</td><td>STAPLES #941</td><td>\$100.00</td><td>4531</td><td>D</td><td></td></tr><tr><td>997-7</td><td>HILL, ED L.</td><td>05-JAN-1998</td><td></td><td>PC OFFICE</td><td>\$79.99</td><td>4231</td><td>N</td><td></td></tr><tr><td>997-8</td><td>HILL, ED L.</td><td>06-JAN-1998</td><td></td><td>STAPLES #941</td><td>\$59.99</td><td>4531</td><td>N</td><td></td></tr><tr><td>997-9</td><td>HILL, ED L.</td><td>06-JAN-1998</td><td></td><td>STAPLES #941</td><td>\$70.27</td><td>4531</td><td>N</td><td></td></tr><tr><td>997-1</td><td>HILL, ED L.</td><td>06-JAN-1998</td><td></td><td>GSA</td><td>\$74.97</td><td>5232</td><td>N</td><td></td></tr></table>	Trans Note Num	Cardholder	Date Purchased	Date Received	Vendor	Amount	SIC Code	Agree?	Matched Disp No	997-1	HILL, ED L.	31-DEC-1997	31-DEC-1997	LINNEL INDUSTRIES	\$119.50	5231	R		997-2	HILL, ED L.	31-DEC-1997	31-DEC-1997	INNERVISIONS	\$5.99	1231	R		997-3	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$119.90	4531	D		997-4	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$50.00	4531	D		997-5	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$75.00	4531	D		997-6	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$100.00	4531	D		997-7	HILL, ED L.	05-JAN-1998		PC OFFICE	\$79.99	4231	N		997-8	HILL, ED L.	06-JAN-1998		STAPLES #941	\$59.99	4531	N		997-9	HILL, ED L.	06-JAN-1998		STAPLES #941	\$70.27	4531	N		997-1	HILL, ED L.	06-JAN-1998		GSA	\$74.97	5232	N	
Trans Note Num	Cardholder	Date Purchased	Date Received	Vendor	Amount	SIC Code	Agree?	Matched Disp No																																																																																												
997-1	HILL, ED L.	31-DEC-1997	31-DEC-1997	LINNEL INDUSTRIES	\$119.50	5231	R																																																																																													
997-2	HILL, ED L.	31-DEC-1997	31-DEC-1997	INNERVISIONS	\$5.99	1231	R																																																																																													
997-3	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$119.90	4531	D																																																																																													
997-4	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$50.00	4531	D																																																																																													
997-5	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$75.00	4531	D																																																																																													
997-6	HILL, ED L.	31-DEC-1997	31-DEC-1997	STAPLES #941	\$100.00	4531	D																																																																																													
997-7	HILL, ED L.	05-JAN-1998		PC OFFICE	\$79.99	4231	N																																																																																													
997-8	HILL, ED L.	06-JAN-1998		STAPLES #941	\$59.99	4531	N																																																																																													
997-9	HILL, ED L.	06-JAN-1998		STAPLES #941	\$70.27	4531	N																																																																																													
997-1	HILL, ED L.	06-JAN-1998		GSA	\$74.97	5232	N																																																																																													

STEP	ACTION
13	<p>Double-click on the transaction to be tracked. One of the following appears:</p> <ul style="list-style-type: none"> The CPCS Tracking window appears with a record of the approval status for the transaction. Click on the “Go to Actions” button for the window to be populated with a summary of all activity related to the transaction. A pop-up: “There are no Action Tracking records for Id X Item #.” Click on the “OK” button. A pop-up: “There are no Approval Tracking records for Id X Item #1.” Click on the “OK” button. <p>The following is an example of the CPCS Tracking window, which is read-only:</p>  <p>Note: By clicking on the “Go To Approvals” and “Go To Actions” buttons, you can move back and forth between the approval status for the transaction and all other related activity.</p>
14	Click on the <EXIT> icon. The Track cardholder (BC-628) window appears.

STEP	ACTION
15	<p>Click on the transaction to be viewed and then click on the appropriate button to view different aspects of the transaction.</p> <ul style="list-style-type: none">• Click on the "Notes" button to add or view a note. The Notes (BC-623) window appears.• Click on the "View Disputes" button to view the reasons for the dispute. The Questioned Items (BC-605) window appears.• Click on the "ACCS" button to view ACCS code information. The ACCS (BC-606) window appears.• Click on the "Property" button to view accountable property information. The Accountable Property (BC-626) window appears.
16	<p>Click on the <EXIT> icon to return to the Main Menu.</p>

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
NOAA CAMS CLIENT SERVICES OFFICE.***

7.0 Viewing Transactions

Introduction:

This procedure describes how to query for a transaction or a group of transactions.

Windows Used in Viewing a Transaction:

- ◆ Define Query Criteria (BC-604)
- ◆ View Cardholder Transactions (BC-604)
- ◆ Disputed Transactions (BC-608)
- ◆ Run Report (BC-704), Runtime Parameter Form
- ◆ Review All Notes (BC-623)
- ◆ Cardholder Statement of Questioned Item (BC-605)
- ◆ ACCS (BC-606)
- ◆ Accountable Property (BC-626)

7.1 Viewing a Transaction

Use this procedure to query transactions. The following is an example of the Define Query Criteria (BC-628) window:

The screenshot shows a window titled "QUERY_CRITERIA (BC604)" with a menu bar containing "NOAA Finance" and "Exit". The main title is "Define Query Criteria".

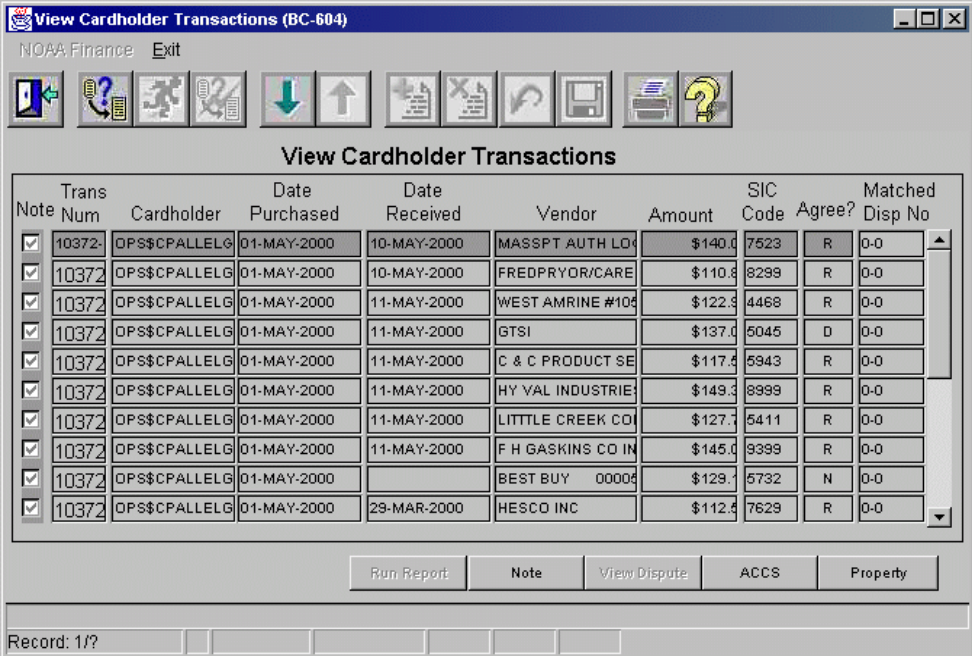
Fields and options include:

- Transaction #: From [] - [] To [] - []
- Cardholder: From [] To []
- Date Purchased: From [] To []
- Date Received: From [] To []
- Vendor: []
- Amount: From [] To []
- SIC Code: From [] To []
- Agree?**
 - ☐ Not Reconciled
 - ☐ Reconciled
 - ☐ Disputed
 - ☐ Swept
 - ☐ Swept -Year End
- Attachments**
 - ☐ Notes
 - ☐ Property Info

Buttons at the bottom: Clear, OK, Cancel.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on View Transactions . The Define Query Criteria (BC-604) window appears. If specific criteria is not entered and the "OK" button is clicked, the system will display all Cardholders' transactions.
2	Select one or more of the following fields to query on: <ul style="list-style-type: none">★ TRANSACTION #★ CARDHOLDER (NAME)★ DATE PURCHASED★ DATE RECEIVED★ VENDOR★ AMOUNT★ SIC CODE★ AGREE? (BOX)★ ATTACHMENTS (BOX)
3	<p>Query the <i>TRANSACTION #</i> range field by clicking on the first <i>FROM</i> box and typing the Statement Number, then clicking on the second <i>FROM</i> box and typing in the Item Number. Next click on the first <i>TO</i> box and type the Statement Number, then click on the second <i>TO</i> box and type in the Item Number, e.g., <i>FROM</i> 997-1 <i>TO</i> 997-5.</p> <p>Note: The Transaction Number includes the Statement Number plus the Item Number. The lower Transaction Number must be entered first.</p>

STEP	ACTION
4	<p>Query the <i>CARDHOLDER FROM</i> field by entering the cardholder's name, e.g., %SMITH when searching for BLACKSMITH.</p> <p>Note: Wildcards, "%" and "_", can be used. The "%" wildcard placed before the entered value, e.g., %<u>taples</u>, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both <u>Staples</u> and <u>Potaples</u> being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_", matches exactly one character; e.g., searching on t_p can result in <u>top</u> and <u>tap</u> being displayed.</p> <p>Note: The <i>CARDHOLDER FROM</i> field is used only by Approving officials, Procurement Staff, and others who have the authority to view transactions created by many cardholders. In such cases, the alphabetically lower name should be entered in the <i>CARDHOLDER FROM</i> field and the alphabetically higher name in the <i>CARDHOLDER TO</i> field.</p>
5	<p>Query the <i>DATE PURCHASED</i> range field by clicking on the <i>FROM</i> box and typing in the earliest date in the query range. Next click on the <i>TO</i> box and type the latest date in the query range, e.g., <i>FROM</i>: 03-JAN-1998 <i>TO</i>: 03-MAR-1998.</p>
6	<p>Query the <i>DATE RECEIVED</i> range field by clicking on the <i>FROM</i> box and typing in the earliest date in the query range. Next click on the <i>TO</i> box and type the latest date in the query range, e.g., <i>FROM</i>: 03-FEB-1998 <i>TO</i>: 03-MAR-1998.</p>
7	<p>Query the <i>VENDOR</i> field by entering the vendor's name.</p> <p>Note: Wildcards can be used in this field, too. See step 4.</p>
8	<p>Query the <i>AMOUNT</i> field by clicking on the <i>FROM</i> box and typing in the lowest amount in the query range. Next click on the <i>TO</i> box and type the highest amount in the query range, e.g., <i>FROM</i>: \$35.00 <i>TO</i>: \$200.00</p>
9	<p>Query the <i>SIC</i> field by clicking on the <i>FROM</i> box and typing in the lowest SIC number in the query range. Next click on the <i>TO</i> box and type the highest SIC number in the query range.</p>

STEP	ACTION
10	Query the <i>AGREE?</i> field and select one or more transaction types, e.g., Not Reconciled, Reconciled, Disputed, and Swept.
11	Query the <i>ATTACHMENTS</i> field and select one or both transaction type(s), e.g., Notes and Property.
12	<p>Click on the "OK" button to view the transactions which satisfy the criteria. The View Cardholder Transactions (BC-628) window appears with the selected transactions. This window is read-only.</p> 

STEP	ACTION
13	<p>Click on the transaction to be viewed and then click on the appropriate button to view different aspects of a disputed transaction.</p> <ul style="list-style-type: none"> Click on the "Notes" button to add or view a note. The Notes (BC-623) window appears. See Procedure 3.1.4, "Adding and Reviewing Notes." Click on the "View Dispute" button to view the reasons for the dispute. The Questioned Items (BC-605) window appears. This button will work only for disputed transactions. Click on the "ACCS" button to view ACCS code information. The ACCS (BC-606) window appears. Click on the "Property" button to view accountable property information. The Accountable Property (BC-626) window appears.
14	Click on the < EXIT > icon to return to the Main Menu.

7.2 Viewing Disputed Transactions

This procedure describes how to view disputed transactions and add notes related to a disputed transaction from the Disputed Transactions (BC-608) window. No other changes can be made from this window. The following is an example of the Disputed Transactions (BC-608) window:

Disputed Transactions (BC-608)

NOAA Finance Exit

Disputed Transactions

Note	Cardholder	Trans. No.	Credit Trans. No.	Vendor	Purchase Date	SIC Code	Amount
<input checked="" type="checkbox"/>	DPS\$CPALLELG D DPS\$CPA	10372-4		GTSI	01-MAY-2000	5045	\$137.0
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Run Report Note View Dispute ACCS Property Match Dispute to Credit

Record: 1/1

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on View Disputes for the Disputed Transactions (BC-608) window.
2	Click on a transaction to be viewed.
3	<p>Click on the transaction to be viewed and then click on the appropriate button to view different aspects of a disputed transaction.</p> <ul style="list-style-type: none">• Click on the "Run Report" button to generate the Statement of Questioned Items (BC-705).• Click on the "Notes" button to add or view a note. The Notes (BC-623) window appears. See Procedure 3.1.4, "Adding and Reviewing Notes."• Click on the "View Dispute" button to view the reasons for the dispute. The Questioned Items (BC-605) window appears. This button will work only for disputed transactions.• Click on the "ACCS" button to view ACCS code information. The ACCS (BC-606) window appears.• Click on the "Property" button to view accountable property information. The Accountable Property (BC-626) window appears.
4	Click on the < EXIT > icon to return to the Main Menu.

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
NOAA CAMS CLIENT SERVICES OFFICE.***

8.0 Displaying Cardholders & Approving Officials

Introduction:

This procedure describes how to display and print a Cardholder and Approving Official information.

Windows Used to Display Cardholders & Approving Officials:

- ◆ Cardholder Listing (BC-601)
- ◆ Approving Official Listing (BC-603)

8.1 Display a Cardholder

From Cardholder Listing (BC-601) window, cardholder information can be displayed and/or printed. The following is an example of the Cardholder Listing (BC-601) window:

Cardholder	Account Number	AO Number	Single Purchase	30 Day Limit	Status
ABBEY, NAABIA	4486700090001011	4486000000040266	250	500	ACTIVE
ABBOTT, BARBARA A.	4486700090001062	4486000090001061	2500	5000	ACTIVE
ABBOTT, JOHN J.	4486700090001022	4486000090001020	500	1000	ACTIVE
ABBOTT, JOHN J.	4486700090001023	4486000090001020	1000	2500	ACTIVE
ADAMS, JEREMY M.	4716130400003788	4716130400001204	2500	5000	CANCELLED
ADAMS, JEREMY M.	4486700000012807	4486000000040214	2500	5000	ACTIVE
ADDISON, JAMES E.	4716130400006377	4716130400007136	25000	25000	CANCELLED
ADDISON, JAMES E.	4486700000012765	4486000000040272	25000	25000	ACTIVE
ALBRIGHT, JOHN C.	4716130400007045	4716130400004513	25000	25000	CANCELLED

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Display Cardholders . The Cardholder Listing (BC-601) window appears.

STEP	ACTION
2	Click on the " Run Cardholder Report " button to generate a report listing all cardholders.
3	Click on the < EXIT > icon to return to the Main Menu.

8.2 Display Approving Officials

This procedure describes how to display and print an Approving Official list, Run an Approving Official Bankcard Statement, and display a List of Cardholders assigned to an Approving Official.

The following is an example of the Approval Official Listing (BC-603) window:

Approving Official Listing (BC603)

NOAA Finance Exit

Modify Approving Official

Approving Official	AO Number	Office Limit	Status
AADSEN, KENNETH E.	4486000090001061	5000	ACTIVE
ADAM, THOMAS B.	4716130400001659	30000	ACTIVE
ADAM, THOMAS B.	44860000000040225	30000	ACTIVE
ASHBY, TERRYEL R.	4716130400000164	5000	ACTIVE
ASHBY, TERRYEL R.	44860000000040199	5000	ACTIVE
ASHBY, TERRYEL R.	4716130490000406	15000	CANCELLED
AVILA, EMMA J.	4716130400004513	80000	ACTIVE
AVILA, EMMA J.	44860000000040246	80000	ACTIVE
BARNEA, NIR	4716130400006435	25000	ACTIVE

Run BC Statement List Cardholders Run AO Report

Record: 1/?

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Display Approving Officials . The Approving Official Listing (BC-603) window appears.
2	Click on an Approving Official and then click on the appropriate button to view different aspects for that Approving Official. <ul style="list-style-type: none">Click on the "List Cardholders" button to view a list of cardholders assigned to that Approving Official.Click on the "Run AO Report" button to generate a report listing all Approving Officials.
3	Click on the " Run BC Statement " button to generate a Bankcard statement. The "Report Date Range" window pops-up. Enter the dates you wish to generate a bankcard statement for. Click the " Run Report " button and the desired report is displayed.
4	Click on the < EXIT > icon to return to the Main Menu.

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
NOAA CAMS CLIENT SERVICES OFFICE.***

9.0 Convenience Check Maintenance

Introduction:

This procedure describes how to create and modify Approving Officials (AO) and Convenience Check Cardholders.

Windows Used in Viewing a Transaction:

- ◆ Approving Official Setup for Convenience Check (BC-642)
- ◆ Approving Official Listing for Convenience Check (BC-643)
- ◆ Approving Official Report (BC-700)
- ◆ Approving Official Bankcard Statement (BC-703)
- ◆ Convenience Check Setup-NOAA (BC-640)
- ◆ Convenience Check Listing (BC-641)
- ◆ Cardholder Report (BC-711)

9.1 Creating an Approving Official for Convenience Check

Use this procedure to create an Approving Official for convenience checks.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Convenience Check Maintenance>Approving Official Conv. Check>Create New AO-Convenience Check . The Approving Official Setup for Convenience Check (BC-42) window appears.

STEP	ACTION
2	<p>Double-click on the AO Name field to display a list of valid Approving Officials.</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> • Scroll through the list to locate the Approving Official. Select the Approving Official and then click on the "OK" button; or • Enter the Approving Official's name in the <i>Find</i> field by entering the full last name or partial last name and then click the "Find" button. Select the Approving Official from the list and then click on the "OK" button. <p>Note: You can search by using wildcard e.g, %SMITH when searching for BLACKSMITH. Wildcards, "%" and "_", can be used. The "%" wildcard placed before the entered value, e.g., %<u>tap</u>les, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both <u>Stap</u>les and <u>Potap</u>les being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_", matches exactly one character; e.g., searching on t_p can result in <u>top</u> and <u>tap</u> being displayed.</p> <p>Note: The AO's information on the Approving Official Setup for Convenience Check (BC-642) window will automatically populate based on the employee information in CFS.</p>
3	<p>Click on the Office Limit field and enter the established limit based on the amount carried over from the Imprest Fund.</p>
4	<p>Click the <EXIT> icon. A pop-up appears: "Do you want to save the changes you have made?" Click on the "Yes" button. Another pop-up appears: "Transaction complete: 1 records applied and saved." Click on the "OK" button to return to the Main Menu.</p>

9.2 Modifying an Approving Official for Convenience Check

Use this procedure to modify an existing Approving Official for convenience checks, to print A0 Reports, and AO Bankcard Statements.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Convenience Check Maintenance>Approving Official Conv. Check>Modify AO-Convenience Check . The Approving Official Listing for Convenience Check (BC-643) window appears.
2	Click on an Approving Official and then click on the appropriate button to view different aspects for that Approving Official. <ul style="list-style-type: none">Click on the "Run BC Statement" button to generate a bankcard statement. The "Report Date Range" window pops-up. Enter the dates you wish to generate a bankcard statement for. Click the "Run Report" button and the desired report is displayed.Click on the "List Cardholders" button to view a list of cardholders assigned to that Approving Official.Click on the "Run AO Report" button to generate the Approving Official Report (BC-700) listing all Approving Officials.
3	Double-click on an Approving Official and the Approving Official Setup for Convenience Check (BC-642) window appears. The following fields may be modified: <ul style="list-style-type: none">Level 3 CodeStatus (Active or Cancelled)AO Name (select from a list of values)Office Limit
4	Click on the <EXIT> icon once changes have been completed. A pop-up appears: "Do you want to save the changes you have made?" Click on the " Yes " button. Another pop-up appears: "Transaction complete: 1 records applied and saved." Click on the " OK " button to return to the Main Menu.

9.3 Creating a Convenience Check Holder

Use this procedure to create a Convenience Check Holder.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Convenience Check Maintenance>Convenience Check Holder>Create Convenience Check Holder . The Convenience Check Setup -NOAA (BC-640) window appears.
2	<p>Double-click on the <i>AO Account Name</i> field to display a list of valid Approving Officials. Do one of the following:</p> <ul style="list-style-type: none">• Scroll through the list to locate the Approving Official. Select the Approving Official and then click on the "OK" button; or• Enter the Approving Official's name in the <i>Find</i> field by entering the full last name or partial last name and then click the "Find" button. Select the Approving Official from the list and then click on the "OK" button <p>Note: You can search by using wildcard e.g, %SMITH when searching for BLACKSMITH. Wildcards, "%" and "_", can be used. The “%” wildcard placed before the entered value, e.g., %<u>taples</u>, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both <u>Staples</u> and <u>Potaples</u> being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_", matches exactly one character; e.g., searching on t_p can result in <u>top</u> and <u>tap</u> being displayed.</p> <p>Note: The AO's information on the Convenience Check Setup-NOAA (BC-640) window will automatically populate the <i>AO Account Name</i> and <i>Dept/Agency Office Name</i> based on the employee information in CFS.</p>

STEP	ACTION
3	<p>Double-click on the Cardholder Name field to display a list of valid cardholders.</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> • Scroll through the list to locate the cardholder. Select the cardholder and then click on the "OK" button; or • Enter the cardholder's name in the <i>Find</i> field by entering the full last name or partial last name and then click the "Find" button. Select the cardholder from the list and then click on the "OK" button. <p>Note: You can search by using wildcard e.g, %SMITH when searching for BLACKSMITH. Wildcards, "%" and "_", can be used. The "%" wildcard placed before the entered value, e.g., %<u>tap</u>les, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both <u>Stap</u>les and Pot<u>ap</u>les being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_", matches exactly one character; e.g., searching on t_p can result in <u>top</u> and <u>tap</u> being displayed</p> <p>Note: The cardholder's information on the Convenience Check Setup-NOAA (BC-640) window will automatically populate the <i>Cardholder Name</i>, <i>Card Number</i> (which is a temporary number generated by CPCS), <i>Payment Office Code</i>, <i>Merchant Activity Code</i>, and <i>Levels</i> based on the employee information in CFS. The <i>Status</i> and <i>Effective Date</i> are system generated.</p>
4	<p>Click on the "View Address" button to check the cardholder's address.</p> <p>Note: Cardholder address information is pulled from the CFS tables and not from CPCS.</p>
5	<p>Double-click on the Single Purchase Lmt Field to display a list of values for a Single Purchase Limit. Click on the amount and then click on the "OK" button.</p> <p>Note: The maximum Single Purchase Limit for convenience checks is \$2,500.00.</p>
6	<p>Click on the 30-Day Lmt field to enter the amount.</p>

STEP	ACTION
7	<p>Click on the <i>Fiscal Year</i> field, enter the current four digit fiscal year and hit the [TAB] key. The Partial Account Classification Code Structure (dba093) window appears. Do one of the following for each subfield:</p> <ul style="list-style-type: none"> • Type in the correct code; or • Double-click on the field and a list of values appears. Click on the correct value. Click on the "OK" button. <p>Note: The first <i>OBJECT CLASS</i> subfield must be one of the following: 23, 24, 25, 26, or 31. The first two subfields cannot contain all zeroes. The <i>USER DEFINED</i> field must have six zeroes</p>
8	<p>Click on the "Prev" button to return to the Convenience Check Setup-NOAA (BC-640) window.</p>
9	<p>Click on the <i>ACCS Type</i> field down button. Select "D" (i.e., Default) to make the ACCS code the default code for the check holder.</p> <p>Note: The check holder can change the default ACCS code in the CPCS at a later date if necessary.</p>
10	<p>Click on the <i>Start Date</i> field for the ACCS. This is the date the ACCS code was made active.</p>
11	<p>Click on the <i>End Date</i> field for the ACCS. This is the date the ACCS will expire.</p>
12	<p>Click on the <EXIT> icon when done. A pop-up appears: "Do you want to save the changes you have made?" Click on the "Yes" button. Another pop-up appears: "Transaction complete: 1 records applied and saved." Click on the "OK" button to return to the Main Menu.</p>

9.4 Modifying a Convenience Check Holder

Use this procedure to modify an existing Convenience Check Holder, and to print a Cardholder Report.

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Convenience Check Maintenance> Convenience Check>Modify Conv. Check Holder . The Convenience Check Listing (BC-641) window appears.
2	Double-click on a check holder. <ul style="list-style-type: none">Click on the "Run Cardholder Report" button to generate a Cardholder Report (BC-711)
3	Double-click on a check holder and the Convenience Check Setup-NOAA (BC-640) window appears. The following fields may be modified: <ul style="list-style-type: none">AO Name (select from a list of values)Cardholder NameCardholder NumberPayment Office CodeMerchant Activity CodeSingle Purch Lmt30-Day LmtStatus (Active, Lost, Stolen, Cancelled, or Suspended)Effective DateMaster Accounting CodeACCS TypeStart DateEnd Date

STEP	ACTION
4	Click on the < EXIT > icon when done. A pop-up appears: "Do you want to save the changes you have made?" Click on the " Yes " button. Another pop-up appears: "Transaction complete: 1 records applied and saved." Click on the " OK " button to return to the Main Menu.

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
NOAA CAMS CLIENT SERVICES OFFICE.***

10.0 Group Administrators

Introduction:

This procedure describes how to assign a Group Administrator to one or more Approving Officials and to the cardholders

Windows Used in Viewing a Transaction:

- ◆ Assign Group Admins (BC-648)
- ◆ Cardholders (BC-648)

10.1 Assign Group Administrators

The following is an example of the Assign Group Admins (BC-648) window:

Assign Group Admins (BC648)

NOAA.Finance Exit

Group Administrator: GOVERNMENT, SAMUAL

Approving Officials	Card Number
<input type="checkbox"/> AADSEN, KENNETH E.	01061
<input type="checkbox"/> ADAM, THOMAS B.	01659
<input checked="" type="checkbox"/> ADAM, THOMAS B.	40225
<input type="checkbox"/> ASHBY, TERRYEL R.	00164
<input type="checkbox"/> ASHBY, TERRYEL R.	40199
<input type="checkbox"/> AVILA, EMMA J.	04513
<input type="checkbox"/> AVILA, EMMA J.	40246
<input type="checkbox"/> BARNEA, NIR	06435
<input type="checkbox"/> BARNEA, NIR	40262

Record: 1/?

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Assign Group Admins . The Group Administrator list of values window appears.
2	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Scroll through the list to locate the Group Administrator. Select the Group Administrator and then click on the "OK" button; or • Enter the Group Administrator's name in the <i>Find</i> field by entering the full last name or partial last name and then click the "Find" button. Select the Group Administrator and then click on the "OK" button. <p>Note: You can search by using wildcard e.g, %SMITH when searching for BLACKSMITH. Wildcards, "%" and "_", can be used. The "%" wildcard placed before the entered value, e.g., %<u>taples</u>, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both <u>Staples</u> and <u>Potaples</u> being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_", matches exactly one character; e.g., searching on t_p can result in <u>top</u> and <u>tap</u> being displayed.</p>
3	Click on the Assign Group Admins button at the bottom of your window to open the Assign Group Admins (BC-648) window. Note this window is minimized and you must click on the very bottom task bar to maximize the window. The selected Group Admin will appear in the <i>Group Administrator</i> field.
4	Scroll through the list of Approving Officials and click in the box to the left of the AO's name that the selected Group Admin will be assigned to.
5	Double-click on the AO's name and the Cardholders (BC-648) window appears.
6	Scroll through the list of cardholders and click in the box to the left of the cardholder's name that are assigned to the AO and for which the Group Administrator will reconcile for on behalf of the cardholder.
7	Click on the < EXIT > icon to return to the Assign Group Admins (BC-648) window after all cardholders have been selected.

STEP	ACTION
8	Repeat steps 4-7 until all Approving Officials and cardholders have been assigned to the Group Administrator.
9	Double-click in the Group Administrator field to select another Group Administrator. Repeat steps 4-7 to assign the Approving Official(s) and cardholder(s).
10	Click on the <EXIT> icon to return to the Main Menu.

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
NOAA CAMS CLIENT SERVICES OFFICE.***

11.0 Reports

Introduction:

This procedure describes how to display and print the Purchase Card Swept Transactions.

Windows Used in Viewing a Transaction:

- ◆ Purchase Card Swept Transactions (BC-714)
- ◆ Purchase Card Swept Transactions Summary (BC-719)

11.1 Purchase Card Swept Transactions Report (BC-714)

Use this procedure to display and print the Purchase Card Swept Transactions Report (BC-714).

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Reports>Purchase Card Swept Transactions (BC-714) . The Purchase Card Swept Transactions window appears.
2	Click on the <i>Begin Sweep Date</i> field, typing in the earliest date of the swept transactions you wish to display. Next click on the <i>End Sweep Date</i> field and type the latest date of the swept transactions you wish to display (i.e., <i>Begin Sweep Date</i> : 03-JAN-1998 <i>End Sweep Date</i> : 03-MAR-1998).
3	Click on the " Run Report Button ". The Purchase Card Swept Transactions Report (BC-714) displays.
4	Click on < EXIT > from the menu to return to the Main Menu.

11.2 Purchase Card Swept Transactions Summary Report (BC-719)

Use this procedure to display and print the Purchase Card Swept Transactions Summary Report (BC-719).

STEP	ACTION
1	Click on NOAA Finance from the Main Menu. A drop-down box appears. Click on Reports>Purchase Card Swept Transactions Summary (BC-719) . The Purchase Card Swept Transactions window appears.
2	Click on the <i>Begin Sweep Date</i> field, typing in the earliest date of the swept transactions you wish to display. Next click on the <i>End Sweep Date</i> field and type the latest date of the swept transactions you wish to display (i.e., <i>Begin Sweep Date: 03-JAN-1998 End Sweep Date: 03-MAR-1998</i>).
3	Click on the "Run Report Button" . The Purchase Card Swept Transactions Summary Report (BC-719) displays.
4	Click on <EXIT> from the menu to return to the Main Menu.

***IF YOU HAVE ANY QUESTIONS, CONTACT THE
NOAA CAMS CLIENT SERVICES OFFICE.***

Glossary

Accountable Property - is any personal property, tangible or intangible, (see definition of property) that is classified as sensitive or that has an original total acquisition cost of \$5,000 or more.

Accounting Classification Code Structure (ACCS) - Accounts to which accounting transactions are charged. The ACCS consists of the following elements: Bureau, Fiscal Year, Project, Task, Fund Code, Program, Organization, Object Class and User Defined (for future use). Users, however, are only responsible for keying in the following elements of the code: Fiscal Year, Project, Task, Organization Code and Object Class. All of the other elements are derived and automatically populated by the system.

Commerce Bankcard Center (CBC) - provides the Department of Commerce with the day-to-day operation and administration of the Commerce Purchase Card program.

Mandatory Sensitive Personal Items - includes firearms, digital cameras, video cameras, televisions, photocopy machines, multi-purpose fax/printer/copy machines, facsimile machines, and video cassette players and recorders. Also included are automatic data processing equipment, which includes personal computer systems (desktop and tower), laptop, notebook, hand-held computing devices, external modems, external disk drives including CD and DVD drives, all external printers (other than label printers), desktop and floor stand plotters, desktop and hand-held scanners, graphic tablets, and global positioning satellite receivers. Other items can be added and the list can be revised.

Property - is anything that may be legally owned.

- Real property is land and improvements to the land such as buildings and structures.
- Property that becomes an integral part of a building such as heating and air conditioning units are also considered to be real property.
- Personal property is anything tangible that is not real property other than records of the Federal government, naval vessels, cruisers, aircraft carriers, destroyers, and submarines (FPMR 101-43.001-23).
- Intellectual property is intangible property such as a copyright, trade secret or a patent.
- Financial property is an instrument such as a stock or bond.

Query - A search for information.

Reconciling - The process whereby cardholders review purchase card transactions daily and record accounting, procurement, and property information. The cardholder will reconcile the transaction by marking it with an “R” for reconciled or “D” for dispute. The reconciliation process also includes reconciling a credit with and without a disputed transaction and swept transactions.

Sole Source Justification - A statement indicating why the buyer purchased the item from a particular vendor without getting bids. This is necessary only when purchasing non-furniture items priced at \$2,500 or greater. This rule also pertains to GSA-scheduled items.

Swept (Sweep) - A transaction will be swept by the system if:

- 1) the cardholder has not reconciled it within approximately 22 calendar days after the Commerce Department received the transaction from the bank or
- 2) the cardholder has reconciled it, but the cardholder’s supervisor has not yet approved the transaction within approximately 22 calendar days after the Commerce Department received the transaction from the bank.

A special Sweep may also be run at fiscal year-end to ensure that year-end obligations are recorded for all appropriate bankcard transactions.

The sweeping process places these transactions into the Core Financial System (CFS) for payment. The transactions are charged to the default ACCS unless the cardholder specifies a different ACCS (even if the transaction is waiting for the approval of the cardholder’s supervisor).

The cardholder still must reconcile swept transactions (they appear in the Reconcile Transaction (BC-605) window as an “S”). The user may add accountable property information, charge the transaction to another ACCS, and add notes. A new ACCS and other changes made after a transaction has been swept won’t take effect until the cardholder’s supervisor approves the transaction. The cardholder’s supervisor must approve the transaction whether or not any changes are made.